



YOUR SHORT SALE SOLUTION, LLC



[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)

- Let **US** help you with your next Short Sale transaction!
- Let **US** navigate thru the red tape for you; we are very familiar with it.
- Let **US** help you get more time to market your sphere for potential new listings/buyers or even personal or family time.
- Let **US** help you increase your closings by increasing your time.
- Let **US** make the calls! We already have many contacts within the financial industry.
- Let **US** help you succeed in a down market.
- Don't suffer the brain damage a short sale can cause – **HIRE THE EXPERTS!**

*We have been in the Real Estate Industry for over 30 years and actively facilitating short sales for the past 10 years*

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003

[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)



YOUR SHORT SALE SOLUTION, LLC



### **Easy as 1...2...3!**

1. *Interview the seller – Who is their lender(s), What type of financing do they have, approximate amount owing, are they currently behind in their payments? Bankruptcy? Judgments? Does the seller occupy the property or is it vacant?*
2. *Do Market Analysis – Verify what the fair market value is for the subject property. Once you do confirm the property is upside down call us and we can assist you with the short sale package, commissions that the lender will pay and if the property would be a good candidate for the short sale program.*
3. *Listing Appointment – Take Short Sale Package and your listing package to the sellers for completing. Fax or email documents to us and upon receipt of the processing fee we will take it from there!*

### **We will keep you in the loop every step of the way**

***Email notification*** – We will email you updates on your files to keep you on track with us all the way up to when a decision has been made. ***Keep in mind most lenders will not process a short sale in the listing stage but that is when we recommend that you send the file to us to begin working on it so when a contract does come in our file is complete!***

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003

[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)



YOUR SHORT SALE SOLUTION, LLC



# Checklist

**NOTE TO AGENT AND SELLER!!! SHORT SALES REQUIRE A LOT OF TIME. IT WILL TAKE ANYWHERE FROM 3 TO 4 WEEKS UP TO 4 TO 6 MONTHS TO RECEIVE A DECISION FROM THE LENDER.**

## **Agent:**

- Completed Order Form
- Signed Agent Agreement
- Signed Agreement & Disclosure from your seller(s)
- Copy of Listing Agreement with Seller(s)
- Processing Fee
- Copy of MLS/PDC

## **Seller:**

- Hardship Letter (this letter should explain to the lender why you are no longer able to make the mortgage payments, when did it begin, what has happened since and what are you asking the lender to do).
- Authorization form that will give us permission along with the realtor to speak to the lender(s) on behalf of the sellers.
- Short Sale Package can include the following financial documents: 2 years tax returns + W-2's, 2 most recent bank statements, 2 most recent pay stubs. Each lender is different on what they want from the seller.
- FHA Loans – Seller must go thru HUD Counseling/Contact your local FHA Pre-foreclosure counseling office.

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003

[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)



YOUR SHORT SALE SOLUTION, LLC



**Order Form**

Agent Name: \_\_\_\_\_ Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_

Sellers: \_\_\_\_\_

SS# \_\_\_\_\_ SS# \_\_\_\_\_

Subject Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact phone #'s: Home: \_\_\_\_\_ cell: \_\_\_\_\_

Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Existing Lender information: Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Existing Lender information: Name: \_\_\_\_\_

Loan Number: \_\_\_\_\_

Is there an HOA on this property? Yes / No (Circle One)

If yes, please provide the Management Company's name: \_\_\_\_\_

Phone: \_\_\_\_\_

What is the amount of the HOA dues? \_\_\_\_\_

Monthly/Quarterly/Annually (circle one)

Are you delinquent? \_\_\_\_\_, if yes what is the amount due at this time? \_\_\_\_\_

Title Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Fax or email the file to: Anny Dennis @ 866-425-3463 or Sheila Smith @ 720-836-3276  
[info@yourshortsalesolution.com](mailto:info@yourshortsalesolution.com)

All Short sale files will begin 24 hours after processing fee is received.

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003

[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)



## Agreement & Tax Consequences

*In consideration of my participation in the short sale process I/we \_\_\_\_\_ hereby release, discharge and covenant to hold harmless Your Short Sale Solution, LLC and my Realtor \_\_\_\_\_, its agents, advisors or any one or more of them from any and all claims, demands, damages, costs, expenses, actions and causes of action, present or future due to my decision to sell my property and continuation of nonpayment of my mortgage (s). I am delinquent on my mortgage payments. I understand that my credit has been affected negatively due to my lack of payments on my mortgage (s). I am placing my house for sale because I can no longer maintain my payments with my lender (s), and am trying to avoid foreclosure. I understand that there are no guarantees, stated or otherwise, by Your Short Sale Solution, LLC or my Realtor \_\_\_\_\_ that I will avoid foreclosure or that the short sale will be approved by my lender (s). I have been advised that if my property is sold and I avoid foreclosure, the lender (s) pursue the deficiency or they can forgive the deficiency balance. I have been advised to seek legal and tax counsel to understand all of the legal and tax consequences that may be connected to the short sale process.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature* *Date*

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003  
[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)



**Subject Property Address**

Address: \_\_\_\_\_  
City \_\_\_\_\_, State \_\_\_\_\_, Zip \_\_\_\_\_

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**YOUR SHORT SALE SOLUTION, LLC HERE BY PROPOSES TO  
PERFORM THE TASKS NECESSARY FOR COMPLETION OF A  
SHORT SALE.**

This short sale has 1 or 2 lien holders. The tasks include, but are not limited to the listing agent submitting all documents requested by the short sale manager that are noted on the Checklist. All required forms are to be submitted to the Transaction Manager within 14 days of received order. Please consult your Transaction Manager for any questions you or your seller may have.

- Upon receipt of the processing fee Your Short Sale Solution, LLC shall begin processing the file, ordering payoffs, HOA Status Letter, preliminary title work. **This fee is non-refundable. Upon closing an additional fee shall be paid to Your Short Sale Solutions, LLC.**
- I understand that there are no guarantees, stated or otherwise, by Your Short Sale Solution, LLC that my listing will avoid foreclosure or that the short sale will be approved by the mortgage lender (s).
- Realtor or Investor is responsible for the foreclosure laws in the State and County which the property is located.

I hereby accept the above proposal and prices, conditions are satisfactory.

\_\_\_\_\_  
Listing Agent's Signature

\_\_\_\_\_  
Date

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003  
[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)



**AUTHORIZATION FORM**

I/We \_\_\_\_\_  
Hereby give permission to my lender (s), \_\_\_\_\_

To speak to my title company  
\_\_\_\_\_ Of \_\_\_\_\_

**AND**  
\_\_\_\_\_ with Your Short Sale Solution, LLC and any of their  
representatives.

**AS WELL AS**  
My Listing Agent \_\_\_\_\_ with \_\_\_\_\_

Regarding my property at: \_\_\_\_\_  
\_\_\_\_\_

1st Mtg Lender: \_\_\_\_\_ LN# \_\_\_\_\_  
2nd Mtg Lender: \_\_\_\_\_ LN# \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
SS# \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
SS# \_\_\_\_\_

\_\_\_\_\_  
Print Name

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003  
[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)



**DISCLOSURE AND CONSENT FOR SHORT SALE PROGRAM**

**BORROWER/SELLER:** \_\_\_\_\_

**SSN#** \_\_\_\_\_

**BORROWER/SELLER:** \_\_\_\_\_

**SSN#** \_\_\_\_\_

To apply for a short sale program with my mortgage lender(s) the following items are needed:

1. Hardship Letter explaining why you are unable to continue making your mortgage payments.
2. Tax Returns for the last 2 years and/or W-2's for all borrowers on the existing mortgages.
3. Last 2 most recent pay stubs for all borrowers on the existing mortgages.
4. Last 2 months bank statements for checking and savings accounts.
5. Copy of your mortgage statement for all mortgages against the subject property.
6. Financial Statement showing all monthly income and all monthly debts.

The mortgage company may ask for additional documents to be completed once the negotiations commence. Your assistance in obtaining requested additional documents is vital to our success in obtaining approval of the short sale on your home.

On a short sale, you **will not** receive any funds from the proceeds of the sale of the house. It is also possible that your lenders may request that you contribute towards the short sale either at the closing table or in the form of an unsecured note with them.

Your Short Sale Solution, LLC will use it best efforts to obtain approval of the short sale in a timely manner. Please keep in mind that each lender is different. The approval or denial of the short sale can take 30 to 90 days. It will depend on the lender and their time frame.

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003

[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)

THE ADVANTAGE OF THE SHORT SALE PROGRAM IS TO AVOID A FORECLOSURE ON YOUR CREDIT REPORT. WE WILL ATTEMPT TO WORK WITH THE MORTGAGE COMPANIES THAT ARE INVOLVED IN THE SHORT SALE PROCESS WITH US TO RELEASE THEIR DEED OF TRUST AS WELL AS FORGIVENESS OF THE DEFICIENCY, CERTAIN COSTS SUCH AS ATTORNEY FEES, COURT COSTS AND OTHER COSTS MIGHT BE AVOIDED.

**IT IS IMPORTANT TO NOTE THAT EVEN IF YOUR SHORT SALE SOLUTIONS, LLC IS ABLE TO OBTAIN FROM YOUR MORTGAGE COMPANY(S) THE APPROVAL FOR A SHORT SALE, WHICH MEANS THEY WILL ALLOW THE SALE OF THE HOME FOR LESS THAN WHAT YOU OWE ON THE MORTGAGE, THERE MAY STILL BE A BALANCE DUE UNDER THE TERMS OF THE ORIGINAL NOTE TO THE MORTGAGE COMPANY(S). YOUR SHORT SALE SOLUTIONS LLC CANNOT GUARANTEE THAT THE MORTGAGE COMPANY(S) INVOLVED WILL NOT ENFORCE ANY REMAINING BALANCES ON THEIR NOTE. OUR OBJECTIVE IS TO OBTAIN A RELEASE OF YOUR DEED OF TRUST IN ORDER TO ALLOW YOU TO SELL YOUR PROPERTY AND AVOID FORECLOSURE.**

**PRIOR TO ANY SHORT SALE APPROVAL BEING FINALIZED WITH ANY MORTGAGE COMPANY ALL TERMS AND CONDITIONS OF THE SHORT SALE WILL BE SUBMITTED TO THE SELLERS FOR APPROVAL OF SUCH TERMS.**

**YOUR SHORT SALE SOLUTIONS, LLC OR THEIR REPRESENTATIVES MAKE NO REPRESENTATIONS OR WARRANTIES REGARDING THE UNDERLYING DEBT SECURED BY THE PROPERTY, NOR THE EFFECT WHICH ANY RELEASE OF THE DEED OF TRUST MIGHT HAVE ON THE UNDERLYING DEBT. THE SELLER IS ADVISED TO SEEK LEGAL COUNSEL TO DETERMINE THESE EFFECTS IF ANY.**

**I HAVE READ THIS DOCUMENT AND I UNDERSTAND THAT MY LENDER MAY NOT AGREE TO A SHORT SALE AND I HOLD YOUR SHORT SALE SOLUTIONS AND IT'S REPRESENTATIVES HARMLESS AND NOT LIABLE FOR ANY LOSS DIRECTLY OR INDIRECTLY INCURRED SHOULD MY PROPERTY STILL END UP IN FORECLOSURE.**

**I ALSO UNDERSTAND THAT ONCE FORECLOSURE PROCEEDINGS COMMENCE THAT I STILL HAVE THE RIGHT AS THE MORTGAGOR, TO CURE ANY DEFICIENCIES ON MY MORTGAGE AT ANY TIME PRIOR TO THE FORECLOSURE SALE BY CONTACTING THE MORTGAGE COMPANY OR THE ATTORNEY FOR THE MORTGAGE COMPANY AND PAYING THE REQUIRED DEFICIENCIES AND COSTS. AFTER THE FORECLOSURE SALE DATE HAS OCCURRED MY RIGHTS WILL BE GOVERNED BY THE FORECLOSURE LAWS OF THAT STATE WHICH IS MY RESPONSIBILITY**

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003

[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)

**TO INQUIRE WITH THE FORECLOSING ATTORNEY AS TO THOSE RIGHTS AND WHETHER OR NOT I HAVE A REDEMPITIVE RIGHT.**

**I ACKNOWLEDGE AND FULLY UNDERSTAND THAT SHOULD THERE BE A FORECLOSURE PROCEEDING COMMENCED OR SHOULD THE PROPERTY PROCEED TO AN ACTUAL FORECLOSURE SALE, IT IS MY RESPONSIBILITY TO SEEK LEGAL COUNSEL FOR A COMPLETE UNDERSTANDING OF MY RIGHTS AND LIABILITIES.**

\_\_\_\_\_  
**Borrower/Seller**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Borrower/Seller**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Borrower/Seller**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Borrower/Seller**

\_\_\_\_\_  
**Date**

BORROWER/SELLER: \_\_\_\_\_

BORROWER/SELLER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

LOAN # \_\_\_\_\_

MORTGAGE COMPANY: \_\_\_\_\_

**I understand that regardless of what my property sells for, unless I pay my mortgage balance IN FULL, I will not receive a refund of my escrow balance, as it will be applied to any indebtedness still owed relating to the promissory notes and/or deeds of trust that I signed on this property. By signing below I am authorizing the release of any escrow funds on my behalf to the mortgage note holder to be applied towards the indebtedness owed.**

\_\_\_\_\_  
**Borrower Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Borrower Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003

[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)

**New Fee Structure effective May 12, 2010**



Sales Price up to \$200,000.00

Fee \$1300.00

\*\$300.00 Processing Fee

\$1000.00 due at closing

Sales Price over \$200,000.00

\*\$300.00 Processing Fee

1/2% of Purchase Price at closing

**AGREEMENT**

\*Processing fee is paid at the time you send the file to us. This fee is non-refundable. The remainder of the fee is paid upon successful closing. If we are unable to get the short sale approved and get it to the closing table the remainder of our fee is waived.

**Cancellation Policy: If we are successful in obtaining the approval of the short sale and the seller cancels the transaction for any reason at no fault of Your Short Sale Solution, LLC the seller will be responsible for paying a cancellation fee of 50% of the remaining fee.**

**By signing below Sellers and Listing Agent agree to the terms and conditions set forth in this fee sheet agreement with Your Short Sale Solution, LLC.**

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Listing Agent

\_\_\_\_\_  
Date

Subject Property Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (303) 862-8935

Fax: (866) 425-3463

6390 W. 76<sup>th</sup> Ave., Arvada, CO 80003

[www.yourshortsalesolution.com](http://www.yourshortsalesolution.com)